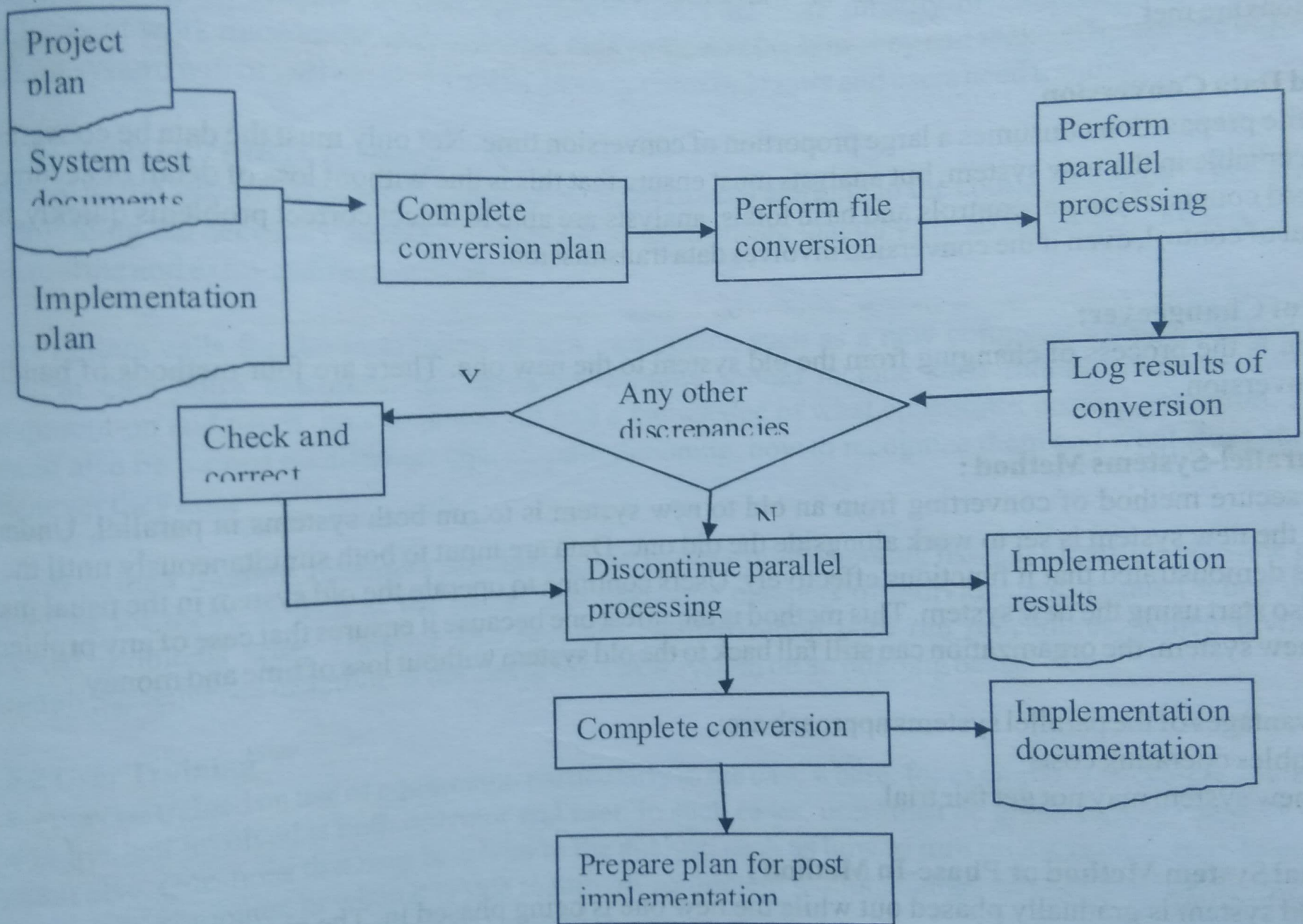## 7.1 Data Creation and Conversion:

In the conversion plan, all the activities that must occur to implement the new system are properly defined and put it into operation. It identifies the persons responsible for each activity and includes a time schedule for each activity. During the pre-implementation stages, when the conversion is being planned, analysts should prepare a list of all tasks, including the following:

- List all files of conversion
- Identify all data required to build new files during conversion
- List all new documents and procedures used during conversion
- Identify all controls to be made during conversion
- Assign responsibility for each task
- Verify conversion schedules
- Parallel processing between existing and new system initiation

7.2 Conversion activity:

Conversion activities are as under:

1. Conversion begins with a review of the project plan, the system test documentation, and the implementation plan. The plan will be performed by users, the project team members, programmers and operators.

2. The conversion portion of the implementation of the implementation plan is finalized and approved and site of the system is prepared.

3. Files are converted.

4. Parallel processing between existing and the new systems is initiated.

5. Results of computer runs and operations for the new system are saved on a special form.

6. Assuming no problem, parallel processing is discontinued. Implementation results are documented for reference.

7. Conversion is completed. Plans for the post implementation review are prepared.

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┌──────────────┐
│ Project      │
│ plan         │
├──────────────┤         ┌──────────────────┐      ┌──────────────────┐      ┌──────────────────┐
│ System test  │────────▶│ Complete         │─────▶│ Perform file     │─────▶│ Perform          │
│ documents    │         │ conversion plan  │      │ conversion       │      │ parallel         │
├──────────────┤         └──────────────────┘      └──────────────────┘      │ processing       │
│ Implementation│                                                            └──────────────────┘
│ plan         │                                                                      │
└──────────────┘                                                                      ▼
                                                                            ┌──────────────────┐
                         ┌──────────────┐        ╱╲                         │ Log results of   │
                         │ Check and    │◀──────╱   ╲                       │ conversion       │
                         │ correct      │  V   ╱ Any  ╲◀─────────────────── └──────────────────┘
                         └──────────────┘      ╲ other ╱
                                │              ╲discrepancies╱
                                │                ╲╱
                                │                 │ N
                                │                 ▼
                                │        ┌──────────────────┐      ┌──────────────────┐
                                └───────▶│ Discontinue      │─────▶│ Implementation   │
                                         │ parallel         │      │ results          │
                                         │ processing       │      └──────────────────┘
                                         └──────────────────┘
                                                 │
                                                 ▼
                                         ┌──────────────────┐      ┌──────────────────┐
                                         │ Complete         │─────▶│ Implementation   │
                                         │ conversion       │      │ documentation    │
                                         └──────────────────┘      └──────────────────┘
                                                 │
                                                 ▼
                                         ┌──────────────────┐
                                         │ Prepare plan for │
                                         │ post             │
                                         │ implementation   │
                                         └──────────────────┘
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7.3 Conversion And Operation Plans:

After the system conversion is completed using any one of the methods mentioned above, the conversion plan starts. In the conversion plan, all the activities that must occur to implement the new system are properly defined and put it into operation. It identifies the persons responsible for each activity and includes a time schedule for each activity.

The conversion plan should anticipate possible problems and methods for controlling them. The missing documents, mixed data formats between current and new files, errors in data translation and situations that were overlooked during systems development are the common problems The conversion manager must guard against the omission of steps in the conversion. This manager is also responsible for reviewing conversion plans, verifying the delivery of equipment, software and preparing the site.

1. Site Preparation

A major aspect of conversion is the preparation of the systems site. Preparation activities include electrical and air-conditioning preparation, site layout and installation of the equipment. It is the best to have the site preparation completed prior to the arrival of the equipment, since vendors are not in favor of delivering the system if the construction work is going on.

If the system is micro-computer, little site preparation work is needed. However, the electric lines should be checked to ensure that they are free of static or power fluctuations. It is desirable to install a "clean" line that is not shared by any other equipment. Static electricity is very harmful for computers. Carpet should be avoided in the computer room. If carpet is necessary, it should be the anti-static type that will not allow static build-up.

The site layout should allow sufficient space for moving equipment in and setting it up for normal operation.

Vendors will provide clearance requirements for performing service and maintenance and for air circulation. These requirements must be strictly adhered to or warranties can be voided and maintenance discontinued until specifications are met.

2. File and Data Conversion

Data and file preparation consumes a large proportion of conversion time. Not only must the data be converted to a format acceptable in the new system, but analysts must ensure that this is due without loss of detail or accuracy. By using record counts, financial controls and hash totals, analysts are able to detect correct problems quickly, before they get out of control, even if the conversion involves data transmission.